

Select Board Meeting Minutes of March 9, 2020

I. Call to Order

Chairperson Laura Gregory called the meeting of the Select Board to order at 7:02 P.M. in the 3rd Floor Conference Room located at Town Offices. Present from the Select Board: Dan Koh, Annie Gilbert, Chris Huntress, and Laura Gregory.

Others in Attendance: Town Manager Andrew Flanagan, Deputy Town Manager Michael Lindstrom, Town Counsel Tom Urbelis, Town Clerk Austin Simko. The meeting was duly posted and cablecast live.

II. Opening Ceremonies

1. Moment of Silence/Pledge of Allegiance

The meeting started with a Moment of Silence followed by a Salute to the Flag.

III. Communications/Announcements/Liaison Reports

The Town Manager announced that there will be a Ground-Breaking Ceremony for the new Ballardvale Fire Station at 8:30 A.M. on Friday, March 13th at 8:30 A.M.

Tom Carbone said the Town's Health Division has been working closely with the School Department and Town Departments are ensuring extra attention is being paid to our public areas. There is a new page on the Town website that houses information on the Coronavirus from the Dept. of Public Health, CDC, and the World Health Organization. We are taking measured responses, and, at this point, we do not have any cases in Andover.

Mike Lindstrom reported that the Sustainability Committee will hold a public information session at 7:00 P.M. on Thursday, March 10th at the Public Safety Center to discuss Community Aggregation.

Austin Simko said last week's primary election went well with 42% voter turnout. Our local elections will be held on Tuesday, March 24th

Chris Huntress welcomed Pazzo Pizza to Andover. Annie Gilbert announced the Savor Andover Dining Week will be held from March 22- 26 with special options offered. Additional information can be found at www.andoverma.gov/downtown.

Dan Koh said the Historic Mill District Community Information presentation held at Oak & Iron went well. Everyone was excited to learn what is being considered for the area. Dan thanked Austin Simko for the work he did in organizing the event and presenting the information.

Residents will soon be receiving a census questionnaire in the mail. Laura Gregory emphasized the importance of completing the information, either online, by phone, or the paper survey they will receive in the mail. The last resort will be census takers going house to house.

IV. Citizens Petitions and Presentations

None

V. Public Hearings

1. Small Cell Wireless Installation – 308 Lowell Street – 4th Reading

Board to review a request by AT&T to install a new small cell facility in Andover to address coverage and capacity issues in the network. The proposed design includes mounting a small antenna measuring 25" tall with a 10" diameter on top of the existing utility pole along with an equipment cabinet, an electrical meter, circuit breaker and associated cables mounted on the side of an existing National Grid utility pole within the public right of way at 308 Lowell Street, Andover, MA, Utility Pole #591-84.

Chris Huntress moved that the Board approve, with a condition, a request by Cingular Wireless, PSC, LLC, (d/b/a "AT&T") to install a new small cell facility in Andover to address coverage and capacity issues in the network. The proposed design includes mounting a small antenna measuring 25" tall with a 10" breaker and associated cables mounted on top of the existing utility pole along with an equipment cabinet, an electrical meter, circuit breaker and associated cables mounted on the side of an existing National Grid utility pole within the public right of way at 308 Lowell Street, Andover, MA, Utility Pole #591-84, as depicted on the submitted plans.

This approval is on the condition that in AT&T's annual recertification affidavit to the Town by July 1st of each year as required by the Select Board's Policy, there shall be a certification, under the pains and penalties of perjury, that the small cell wireless installation in place pursuant to this approval, remains in full compliance with all applicable Federal Communications Commission regulations, including but not limited to, radio frequency emission levels. The motion was seconded by the Chair is authorized to sign the Approval issued pursuant to this vote. Annie Gilbert seconded the motion voted 4-0 to approve.

VI. Regular Business of the Board

A. MSBA 2020 Statement of Interest Recommendation

The Select Board to discuss and consider to voting to authorize the Superintendent to submit to the Massachusetts School Building Authority 2020 Statement of Interest (SOI) Form for Andover High School.

Atty. Mark Johnson, Chair of the AHS Facilities Study, informed the Board that the most recent SOI for the renovations to AHS was not accepted by MSBA based on their calculations of the instructional utilization rate, which they calculated as much lower than our calculation because they included space that is not used for instructional space as part of their square footage calculation. They also stated that Andover is in the moderate/minor range for need with many other districts whose needs are greater.

Atty. Johnson provided the following three options for the Board's consideration.

Option 1: Submit SOI in April and focus on calculation of utilization rate.

Option 2: Not to submit an SOI but move forward for town project.

Option 3: Submit an SOI and simultaneously move forward with a Town Project.

The AHS Facility Study Group is recommending Option 3: Submitting an SOI in April to MSBA and to move forward with a Town Project in 2021 which the School Committee unanimously voted for.

In the past, they were led to believe that MSBA's funding of West Elementary school would not affect submission of an SOI for another school. MSBA has since changed this policy. An SOI cannot be submitted until the school that is under construction comes to completion.

Joel Blumstein, Chair of the School Committee, said the key takeaway is that our odds of being accepted by MSBA at this time are fairly low; there is little to lose by submitting the SOI. The next 10 months will be important in preparing for a Town funded project in 2021 at a Special Town Meeting.

Having convened in an open meeting on **March 9, 2020**, prior to the SOI submission closing date, the Select Board of Andover, Massachusetts, in accordance with its charter, by-laws, and ordinances, on a motion by Annie Gilbert and seconded by Dan Koh, voted 4-0 to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated **April 8, 2020** for the Andover High School located at 80 Shawsheen Road which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future, herein, described as: Priority 2: Existing conditions that constitute severe overcrowding; Priority 4: Conditions expected to result in increased enrollment; Priority 5: Issues surrounding school facility systems that require repair or replacement; Priority 7: Programs not currently available due to facility constraints.

B. Valet Parking License Agreement

Board to review and consider voting to approve a Valet Parking License Agreement.

Previous vote for Valet Parking License Agreement was contingent upon legal review and insurance compliance. A revised proposed license agreement was drafted with additional provisions included as explained by Town Counsel.

Dan Koh moved that the Board vote to approve the form of License Agreement an Application for Valet Parking as presented to the Board tonight. The motion was seconded by Chris Huntress and voted 4-0 to approve.

C. Annual Town Meeting Articles

An overview of the Pension Obligation Bonds was presented to the Board and Finance Committee by Peter Frazier, Managing Director of Hilltop Securities, as an opportunity to help with our unfunded pension liability. This would be an annual debt service payment. The first step in the process is seeking Home Rule Legislation that will allow us to do this and require a Town future Town Meeting action.

The presentation covered: Pension Obligation Bonds Defined, Potential Benefits, Risks, Credit Rating Agency Perspectives, City of Brockton Case Study, and the Authorization and Issuance Process. The presentation was followed by remarks from the Select Board and Finance Committee about becoming more creative on approaching our unfunded liabilities, and if this was an option for the Town of Andover. This will require a warrant article for Town Meeting for a home rule petition approved by the legislature to explore this option. We would have to go back to Town Meeting for authorization to borrow. Warrant Article submitted by the Finance Committee.

Town Meeting Warrant Articles

P46	Pension Obligation Bond Hold
P8 RA	Capital Projects from Special Dedicated Funds annual article appropriating cable funds. Annie Gilbert recommended approval of P8 Capital Projects Dedicated Funds as printed in the warrant. Dan Koh seconded the motion and the Board voted 4-0 to recommend approval.
P9 RA	Capital Projects from Water and Sewer Enterprise Funds Chris Huntress moved to recommend approval of Article-P9 as printed in the warrant. The motion was seconded by Annie Gilbert and voted 4-0 to recommend approval.
P10 No Action	Budget Transfers On a motion by Annie Gilbert and seconded by Dan Koh, the Select Board voted 4-0 to take no action on Article P10.
P11 Hold	Supplemental Budget Appropriations: Snow/Ice and Solid Waste
P12 No Action	Stabilization Fund On a motion by Dan Koh and seconded by Chris Huntress, the Select Board voted 4-0 to take no action on Article P12.
P13 No Action	Free Cash On a motion by Chris Huntress and seconded by Dan Koh, the Select Board voted 4-0 to take no action on Article P13.
P14 No Action	Unexpended Appropriations from Free Cash On a motion by Annie Gilbert and seconded by Dan Koh, the Select Board voted 4-0 to take no action on Article 14.
P16	General Housekeeping Articles

	Chris Huntress moved to recommend approval of Article P16 as printed. The motion was seconded by Dan Koh and voted 4-0 to recommend approval.
P17 RA	Granting Easements Dan Koh moved to recommend approval of Article P17 as printed. The motion was seconded by Annie Gilbert and voted 4-0 to recommend approval.
P18 RA	Unpaid Bills Annie Gilbert moved to recommend approval of Article P18 as printed. The motion was seconded by Chris Huntress and voted 4-0 to recommend approval.
P19 RA	Chapter 90 Authorization Chris Huntress moved to recommend approval of Article P19 as written. The motion was seconded by Dan Koh and voted 4-0 to recommend approval.
P20 RA	Jerry Silverman Fireworks Dan Koh moved to recommend approval of Article P20. Annie Gilbert seconded the motion and the Board voted 4-0 to recommend approval as written.
P21 RA	Fiscal Year 2021 Revolving Accounts Annie Gilbert moved to recommend Approval of Article P21. Chris Huntress seconded the motion and the Board voted 4-0 to recommend approval.
P24 RA	PEG Access and Cable Related Fund Expenses Chris Huntress moved to recommend approval of Article 24 as printed in warrant. Dan Koh seconded the motion and the Board voted 4-0 to recommend approval.
P25 RA	Overlay Surplus Transfer Annie Gilbert moved that the Board recommend approval of Article P25. Chris Huntress seconded the motion and the Board voted 4-0 to recommend approval.
P26 RA	Appropriation from Elderly Services Program Stabilization Fund Dan Koh moved to recommend approval of Article P26 as printed. Chris Huntress seconded the motion and the Board voted 4-0 to recommend approval.
P27 RA	Elderly/Disabled Transportation Program Chris Huntress moved to recommend approval of Article P27 as printed. Dan Koh seconded the motion and the Board voted 4-0 to recommend approval.

P28 RA	Support for Andover Day Annie Gilbert moved to recommend approval of Article P28 Support for Andover Day Chris Huntress seconded the motion and the Board voted 4-0 to recommend approval.
P29 RA	Spring Grove Cemetery Maintenance Chris Huntress moved to recommend approval of Article P2 as printed. The motion was seconded by Dan Koh and voted 4-0 to recommend approval.
P30 RA	Stabilization Fund Bond Premium Dan Koh moved to recommend approval of Article P30 as printed. The motion was seconded by Annie Gilbert and voted 4-0 to recommend approval.
P31 RA	Water Treatment Plant Maintenance Chris Huntress moved to recommend approval of Article P31. The motion was seconded by Dan Koh and voted 4-0 to recommend approval.
P34 RA	Sale of Town Yard Property and Portion of Lewis Street Annie Gilbert moved to recommend approval of Article K34. The motion was seconded by Chris Huntress and voted 4-0 to recommend approval.
P36 RA	Taking by Eminent Domain Town Yard Property and Discontinued Portion of Lewis Street Chris Huntress moved to recommend approval of Article P36 as written. The motion as seconded by Dan Koh and voted 4-0 to recommend approval.
P37 RA	Lease of Land at the Water Treatment Plant to Federal Aviation Administration Chris Huntress moved to recommend approval of Article P-37 as written. The motion was seconded by Annie Gilbert and voted 4-0 to recommend approval.

VII. Consent Agenda

A. Appointments by the Town Manager

Dan Koh moved for the Board to approve the following appointments by the Town Manager as printed. The motion was seconded by Annie Gilbert and voted 4-0 to approve.

Department	Name	Position	Rate/Term	Date of Hire
Information Technology	Wallace McKenzie (Michael Kirk)	Solutions Architect	\$117,655.00/year	3/24/2020

Information Technology	Daniel DeCesare (Jay Wassouf)	Solutions Manager	\$93,689.00/year	3/16/2020
Facilities	Daniel Chadwick (Larry Johnson)	Carpenter	\$62,523.00/year	3/23/2020
Facilities	Kevin Casimir (James O'Donnell)	Security Guard	\$21.01/hour	3/14/2020
Facilities	Michael LaPlante (Timothy McLaughlin)	Security Guard	\$21.02/hour	3/14/2020
Community Services – Recreation	Andrew Preston	Kid Care	\$12.00/hour	2/25/2020
Community Services – Recreation	Tia Pittounicos	Kid Care	\$16.00/hour	3/10/2020
Community Services – Recreation	Katelyn Bohan	Seasonal	\$12.75/hour	2/25/2020
Community Services – Recreation	Emily Generazzo	Seasonal	\$12.75/hour	2/25/2020
Community Services – Recreation	Ryan Harris	Seasonal	\$12.75/hour	2/25/2020
Community Services – Recreation	Devin Kim	Seasonal	\$12.75/hour	2/25/2020
Community Services – Recreation	Maxwell Murray	Seasonal	\$12.75/hour	2/25/2020
Community Services – Recreation	Christos Douroudis	Seasonal	\$20.00/hour	3/10/2020
Community Services – Youth Services	Abbie Ledoux	Seasonal	\$12.00/hour	3/4/2020

The Board agreed to schedule a meeting for Saturday March 14th at 9:00 A.M. in Town Offices.

VIII. Adjourn

At 9:14 P.M. on a motion by Dan Koh and seconded by Annie Gilbert, the Select Board voted 4-0 to adjourn from the Regular Meeting of March 9, 2020.

Respectfully submitted,

Dee DeLorenzo

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Recording Secretary